

CONTRACT FILES

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 6	
1. CONTRACT/PURCH ORDER/AGREEMENT NO. F33657-97-D-2008			2. DELIVERY ORDER/ CALL NO. 0038		3. DATE OF ORDER/CALL (YYYYMMDD) 2000 APR 03		4. REQUISITION/PURCH REQUEST NO. SEE SECTION G		5. PRIORITY DO-C9		
ASC/CDS CODE FA8622 USAF/AFMC ASC/CDS BLDG 16, AREA B 2275 D. STREET WRIGHT PATTERSON AFB OH 45433-7233 (2LT) PATRICIA S. KENNEDY (937) 255-7003 X4647 Patricia.Kennedy@wpafb.af.mil			7. ADMINISTERED BY (If Other than 6) CODE S2101A DCMC BALTIMORE 217 EAST REDWOOD STREET SUITE 1800 BALTIMORE MD 21202-5299 SCD: C PAS: (NONE)				8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)				
9. CONTRACTOR CODE 3X522 HJ FORD ASSOCIATES, INC. NAME AND ADDRESS 1111 JEFFERSON DAVIS HIGHWAY ARLINGTON VA 22202-3235			FACILITY 3X522		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE			11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED WOMEN-OWNED			
					12. DISCOUNT ITEMS N			13. MAIL INVOICES TO ADDRESS IN BLOCK SEE BLOCK 15 (PAYMENT OFFICE)			
14. SHIP TO CODE SEE SCHEDULE			15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS-CO/SOUTH ENTITLEMENT OPER P O BOX 182264 COLUMBUS OH 43218-2264 EFT:T				MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.				
16. DELIVERY/ CALL <input checked="" type="checkbox"/> This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. TYPE OF ORDER PURCHASE Reference your furnish the following on items specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE DATE SIGNED (YYYYMMDD) <input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Section G											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA (937) 255-7003 X4651 LUCILA CASTEL BY: <i>Lucila Castel</i> 28 March 2000 CONTRACTING/ORDERING OFFICER				25. TOTAL \$94,372.09		29. DIFFERENCES	
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED						27. SHIP NO.		28. D.O. VOUCHER NO.		30. INITIALS	
DATE SIGNATURE AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE 36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT. DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER						32. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
										34. CHECK NUMBER	
										35. BILL OF LADING	
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

1. This delivery order is issued pursuant to H-013 entitled the "Orders" clause of the basic contract F33657-97-D-2008. The contractor shall provide effort in accordance with the Statement of Work (SOW) entitled, "Acquisition Project Management Support" as specified in CLIN 0001 at a ceiling price of \$94,372.09.

2. Section B and G are set forth hereto on pages 3-5.

3. Section H

In accordance with AFMC FAR Sup 5352.245-9000, Base Support (Jul 1992), Base Support will be provided by ASC/SMH.

4. Section I

In accordance with FAR 52.232-22 "Limitation of Governments Funds" Contract Line Item (CLIN) 0004 is partially funded.

5. Section J

List of attachments is set forth on page 6 hereto.

ITEM	SUPPLIES OR SERVICES	Qty Purch Unit	Unit Price Total Item Amount
0001			\$88,872.09
	<i>Noun:</i>	ACQUISITION PROJECT MANAGEMENT SUPPORT	
	<i>ACRN:</i>	9	
	<i>Security:</i>	U	
	<i>Contract type:</i>	Y - TIME AND MATERIALS	
	<i>Completion Date:</i>	02 APR 2001	
	<i>Descriptive Data:</i>		
	1. Contractor shall provide "Acquisition Project Management Support" as specified in the Statement of Work (SOW), entitled "Acquisition Project Management Support", dated 20 March 2000, Section J Atch 1.		
	2. Funding in the amount of \$88,872.09 is hereby added to this CLIN. The allotted and obligated amount of \$88,872.09 is estimated to fund this item through the completion date of 02 Apr 2001. This CLIN is fully funded.		
	3. Listed below are the negotiated labor categories and corresponding estimated hours:		
		YEAR 4	
	Contractor	Labor Category	Estimated Hours
	Prime (Off-Site)	Project Manager	65
	Prime (Off-Site)	Admin Mgmt Assoc	41
	Prime (On-Site)	Project Manager	1,368
		YEAR 4 SUBTOTAL	1,474
		YEAR 5	
	Contractor	Labor Category	Estimated Hours
	Prime (Off-Site)	Project Manager	31
	Prime (Off-Site)	Admin Mgmt Assoc	19
	Prime (On-Site)	Project Manager	632
		YEAR 5 SUBTOTAL	682
		YEAR 4 & 5 TOTAL	2,156
000101			
	<i>Noun:</i>	Funding Info Only	
	<i>ACRN:</i>	AA	\$25,000.00
000102			
	<i>Noun:</i>	Funding Info Only	
	<i>ACRN:</i>	AB	\$21,068.41
000103			
	<i>Noun:</i>	Funding Info Only	
	<i>ACRN:</i>	AC	\$42,803.68
0002			
			NSP
	<i>Noun:</i>	DATA - EXHIBIT A	
	<i>ACRN:</i>	AA	
	<i>Security:</i>	U	
	<i>Contract type:</i>	Y - TIME AND MATERIALS	
	<i>Completion Date:</i>	02 APR 2001	

ITEM	SUPPLIES OR SERVICES	Qty Purch Unit	Unit Price Total Item Amount
0004			\$5,500.00
	<i>Noun:</i> TRAVEL AND COMPUTER SERVICES		
	<i>ACRN:</i> 9		
	<i>Security:</i> U		
	<i>Contract type:</i> Y - TIME AND MATERIALS		
	<i>Completion Date:</i> 02 APR 2001		
	<i>Descriptive Data:</i>		
	1. The contractor shall provide travel required in the performance of Item 0001 above.		
	2. Funding in the amount of \$2,667.85 is hereby added to this CLIN. The allotted and obligated amount of \$2,667.85 is estimated to fund this item through 31 Aug 2000. A total of \$2,832.15 remains to be funded.		
000401			
	<i>Noun:</i> Funding Info Only		
	<i>ACRN:</i> AB	\$1,333.93	
000402			
	<i>Noun:</i> Funding Info Only		
	<i>ACRN:</i> AC	\$1,333.92	

ACRN	Appropriation/Lmt Subhead/Supplemental Accounting Data	Obligation Amount
AA	57 03600 290 47R5 651011 2BQC61 592IH 64270F 503000 F03000	\$25,000.00
	Funding breakdown: On CLIN 000101: \$25,000.00	
	On CLIN 0002: \$.00	
	PR/MIPR: GSMNT007205018 \$25,000.00	
AB	57 03600 290 4720 654789 2CT041 592IH 64012F 503000 F03000	\$22,402.34
	Funding breakdown: On CLIN 000102: \$21,068.41	
	On CLIN 000401: \$1,333.93	
	PR/MIPR: GSMHS007205008 \$22,402.34	
AC	17 01506 45CX 253 AA209 0 068342 2D FA8606 038950000000	\$44,137.60
	Funding breakdown: On CLIN 000103: \$42,803.68	
	On CLIN 000402: \$1,333.92	
	PR/MIPR: N0001900MPA203A \$44,137.60	
	Descriptive data:	
	AFMC Form 36,PR Number GSMYB00700002, is attached to Navy MIPR	
	N0001900MPA203A	

DOCUMENT	PGS	DATE	TITLE
EXHIBIT A	4	21 MAR 2000	DD FORM 1423-1 - CONTRACT DATA REQUIREMENTS LIST
ATTACHMENT 1	3	20 MAR 2000	STATEMENT OF WORK (SOW) ENTITLED, "ACQUISITION PROJECT MANAGEMENT SUPPORT"
ATTACHMENT 2	6	14 MAR 2000	DD FORM 254 - CONTRACT SECURITY CLASSIFICATION

STATEMENT OF WORK
ACQUISITION PROJECT MANAGEMENT SUPPORT

1.0 PURPOSE

The purpose of this effort is to provide ASC/SMY with assistance in providing acquisition logistics support to each of the Integrated Product Teams (IPTs) within the Development System Manager (DSM) for Common Avionics. These include Joint Helmet Mounted Cueing System (JHMCS), Embedded GPS/INS (EGI) and Joint Service Electronic Combat System Tester (JSECST).

2.0 SCOPE

The effort involved with this task order includes the functional element of Acquisition Logistics Support as identified in Paragraphs 3.1.1, 3.1.2, 4.0-4.11.5, 5.2, 5.3, 5.6 and 5.7 of the basic Statement of work (SOW) for acquisition logistics/project management contract support. NO ENGINEERING SUPPORT WILL BE PROVIDED UNDER THIS TASK ORDER BY THE CONTRACTOR.

3.0 RESPONSIBILITIES

The Project Manager Logistics Collocate within the DSM is responsible for the technical liaison, review, approval and final acceptance of efforts accomplished under this task order. The Contractor shall perform the following tasks in accordance with this task order, the SOW and the contract. The task order effort shall begin on the date of contract order award.

3.1 Logistics/Project Management Support

3.1.1 The Contractor shall be required to support ASC/SMY by providing analysis, written reports, recommendations, preparation of logistics planning documents, or performing any related tasks necessary to conduct Integrated Logistics Planning. (DI-MISC-80508/T, SEQ 0004)

3.1.2 The Contractor shall manage sub projects for the government teams by providing supporting documentation and analysis. These findings will be reported according to status report. (DI-MGMT-80368, SEQ 0002).

3.2 Cost Support

3.2.1 The Contractor shall provide costs analyses assistance associated with common avionics systems (e.g. EGI, JHMCS). Analyses may range from development estimated to

total acquisition with integration on multiple Air Force aircraft and assorted joint USAF, Navy and US Army aircraft programs (DI-MISC-80508/T, SEQ 0004).

3.3 Logistics Analysis

3.3.1 The Contractor shall conduct operating and support cost studies to support cost/logistics analyses, and management decisions for avionics systems and associated support equipment. The contractor shall define, assemble, and update required input data for analysis or program alternatives, program management decisions, program changes, system modifications, and specific contract provisions to include historical data. The Contractor shall apply modified and unique cost models to estimate and forecast program costs. The Contractor shall produce model outputs, reports, and documented analyses for program management review. (The Contractor shall provide weapon warranty support including, but not limited to: develop and recommend warranty strategy; write, review and coordinate warranty contract clauses and plans; conduct and report on warranty cost-benefit analyses.) The Contractor shall also analyze, recommend, and evaluate logistics reliability tasks necessary to ensure weapon system availability, sustainability, and combat effectiveness. These warranty and logistics reliability activities shall be accomplished prior to and during development/production phases. (DI-MISC-80508/T, SEQ 0004)

3.3.2 The Contractor shall assist in the formulation of program acquisition strategy by reviewing requirements for Life Cycle/Cost/Design to Cost (LCC/DTC) analysis, cost benefit analysis, repair level analysis, logistics support analysis (LSA), Systems and Logistics Integration Capability (SLIC), scheduling and supportability performance characteristics. The government will provide Government Furnished Information (GFI), as required. The Contractor shall write inputs to the LCC/DTC Plan (LCC/DTCP), Acquisition Plan (AP), Integrated Logistics Support Plan (ILSP), Requests for Proposal (RFP), and other program acquisition documents related to operational supportability performance (DI-MISC-80508/T, SEQ 0004)

3.3.3 The Contractor shall provide logistics analysis support, evaluate analysis documents submitted by contractors, evaluate program changes and provide applicable documentation. The Contractor shall also provide program computer data review, entry, and tracking support. (DI-MISC-80508/T, SEQ A0004)

3.4 Acquisition Logistics Information Support

3.4.1 The Contractor shall assist the DSM to input, extract and track logistics related information. This would include the extraction of report information from the Logistic Support Analysis Record (LSAR) data base. This activity will require updates of data bases from inputs provided by the applicable logistics representative assigned to the program office for which the data is being generated. (DI-MISC-80508/T, SEQ 0004).

3.5 Review Participation

3.5.1 The Contractor shall participate in PDR, CDR, ILSMT, and other reviews as necessary to support tasks listed in this task order. This effort shall also include preparation of presentation materials. (DI-ADMIN-81373, SEQ 0001).

3.6 Contractor TDY Travel Itinerary

3.6.1 The Contractor shall travel to contractor plants, USAF bases, or designated areas as required. The Contractor shall submit a trip report after each trip. (DI-MGMT-80368, SEQ 0002).

4.0 REPORTS/DATA AND OTHER DELIVERABLES

4.1 All data/reports and deliverables, including a monthly status report shall be delivered in accordance with the Contract Data Requirements List (CDRL) DD Forms 1423. (DI-ADMN-80447, SEQ 0003) (DI-MGMT-80368, SEQ 0002) (DI-ADMIN-81373, SEQ 0001), (DI-MISC-80508/T, SEQ 0004).

5.0 GENERAL INFORMATION

5.1 Work Location

Accomplishment of tasks required by this task order will require work at Wright-Patterson AFB, OH, and at various contractor, subcontractor, and Air Force facilities located throughout the continental United States. Administrative support for the managed projects will be available at the government program office.

5.2 Contractor Relationships/Supervision

In interactions and dealings with system contractors and subcontractors, the Contractor shall perform work for investigative purposes only. The Contractor shall not provide direction or otherwise interject into government/system contractor/subcontractor relationships. Contractor personnel shall not be under the direct supervision of Air Force personnel.

5.3 Security

Contractor personnel shall require a SECRET security clearance in order to have access to classified project planning and site location material. Document access will not include information classified higher than SECRET. The Contractor shall comply with all appropriate security regulations in handling classified material.

6.0 COGNIZANT OFFICE

The project management point of contact for this task order is Mr. Bruce Brooker, ASC/SMH, (937) 255-7963, ext 3658.

**DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION***(The requirements of the DoD Industrial Security Manual apply
to all security aspects of this effort.)***1. CLEARANCE AND SAFEGUARDING**

a. FACILITY CLEARANCE REQUIRED

SECRET

b. LEVEL OF SAFEGUARDING REQUIRED

N/A

2. THIS SPECIFICATION IS FOR: *(X and complete as applicable)*X a. PRIME CONTRACT NUMBER
F33657-97-D-2008/0038 EXP:31 Mar 2001

b. SUBCONTRACT NUMBER

c. SOLICITATION OR OTHER NUMBER

Due Date (YYMMDD)

3. THIS SPECIFICATION IS: *(X and complete as applicable)*X a. ORIGINAL *(Complete date in all cases)*

Date (YYMMDD)

00-03-14

b. REVISED *(Supersedes
all previous specs)*

Revision No.

Date (YYMMDD)

c. FINAL *(Complete item 5 in all cases)*

Date (YYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT?

X YES

NO. If Yes, complete the following:

Classified material received or generated under

F33657-D-2008/0027

*(Preceding Contract Number) is transferred to this follow-on contract.***5. IS THIS A FINAL DD FORM 254?**

YES

X NO. If Yes, complete the following:

In response to the contractor's request dated

, retention of the classified material is authorized for the period of

6. CONTRACTOR *(Include Commercial and Government Entity (CAGE) Code)*

a. NAME, ADDRESS, AND ZIP CODE

H.J. Ford Associates, INC.
1111 Jefferson Davis Hwy. Ste 808
Arlington, VA 22202-4306

b. CAGE CODE

3X522

c. COGNIZANT SECURITY OFFICE *(Name, Address, and Zip Code)*Defense Security Service
2461 Eisenhower Ave.
Alexandria VA 22331-1000**7. SUBCONTRACTOR**

a. NAME, ADDRESS, AND ZIP CODE

N/A

b. CAGE CODE

N/A

c. COGNIZANT SECURITY OFFICE *(Name, Address, and Zip Code)*

N/A

8. ACTUAL PERFORMANCE

a. LOCATION

N/A

b. CAGE CODE

N/A

c. COGNIZANT SECURITY OFFICE *(Name, Address, and Zip Code)*

N/A

9. GENERAL IDENTIFICATION OF THIS PROCUREMENT

Provide Logistics/Program Management Support for ASC/SMY (Common Avionics)

10. CONTRACTOR WILL REQUIRE ACCESS TO:

YES

NO

a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION

b. RESTRICTED DATA

c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION

d. FORMERLY RESTRICTED DATA

e. INTELLIGENCE INFORMATION

(1) Sensitive Compartmented Information (SCI)

(2) Non-SCI

f. SPECIAL ACCESS INFORMATION

g. NATO INFORMATION

h. FOREIGN GOVERNMENT INFORMATION

i. LIMITED DISSEMINATION INFORMATION

j. FOR OFFICIAL USE ONLY INFORMATION

k. OTHER *(Specify)***11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:**

YES

NO

a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S
FACILITY OR A GOVERNMENT ACTIVITY

b. RECEIVE CLASSIFIED DOCUMENTS ONLY

c. RECEIVE AND GENERATE CLASSIFIED MATERIAL

d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE

e. PERFORM SERVICES ONLY

f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S.,
PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIESg. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION
CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER

h. REQUIRE A COMSEC ACCOUNT

i. HAVE TEMPEST REQUIREMENTS

j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS

k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE

l. OTHER *(Specify)*Notification of Government Security Activity is required.
SEE ADDENDUM

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release.

☐ Direct ☒ Through (Specify)

ASC/PA

1865 FOURTH STREET

WRIGHT-PATTERSON AFB, OH 45433-6503

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.
*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

- a. Ref Blk 10e (2): General Intelligence material/Foreign Disclosure applies. See addendum.
- b. Ref Blk 10j: FOUO applies. See addendum.
- c. Ref. Blk 11a: Releasing Government activity will furnish complete classification guidance for the service to be performed. Contract performance is restricted to building 28 on Wright-Patterson AFB, OH 45433-7017.
- d. Functional Area Evaluator: Mr. Bruce Brooker, ASC/SMH, (937) 255-7963, ext. 3658
- e. The National Industrial Security Program Operating Manual (NISPOM) applies to this contract.
- f. Functional Area Chief: Marjorie J. Radford, ASC/CDSY, (937) 255-1783 ext.4658
- g. ACO Address: DCMAO, 77675 Dagget St. Suite 200/300, San Diego, CA 92111-2241 (David Miller) .
- h. Ref. 11L: This Notification of Government Security Activity and Visitor Group Security Agreement clause applies. See contract clause for details.

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

☐ Yes ☒ No

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

☒ Yes ☐ No

Ref. 11L: Contractor performance will occur in building 28 on Wright-Patterson AFB, OH. DSS is relieved of all Security inspection responsibility for contractor performance on the installation.

ASC/SYSP will maintain security oversight.

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

LUCILA CASTEL

b. TITLE

CONTRACTING OFFICER

c. TELEPHONE (Include Area Code)

(937) 255-7003

d. ADDRESS (Include Zip Code)

ASC/CDSK
Wright-Patterson AFB, OH 45433-7017530

e. SIGNATURE

Lucila Castel 28 MAR 00

DD Form 254 Reverse, DEC 90

ASC/SYS
COORDINATION
PC-ONLY

16 MAR 00 sm

17. REQUIRED DISTRIBUTION

- a. CONTRACTOR ☒
- b. SUBCONTRACTOR ☒
- c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR ☒
- d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION ☐
- e. ADMINISTRATIVE CONTRACTING OFFICER ☐
- f. OTHERS AS NECESSARY ☐

ASC/SYSPC

GENERAL INTELLIGENCE MATERIAL/FOREIGN DISCLOSURE

1. **Special Requirements for General and Foreign Intelligence Material.** In addition to the requirements and controls for classified material, the Director, Central Intelligence, sets up additional requirements and controls for intelligence in the possession of contractors. The contractor must:

a. Maintain control of all intelligence materials released in his or her custody in accordance with DOD 5220.22-M, the National Industrial Security Program Operating Manual (NISPOM), January 1995, paragraphs 5-200, 201 and 202 for control. Contractors agree that all intelligence material released, all reproductions and other material generated (including reproductions) are the property of the US Government.

b. Maintain control of all reproduced intelligence data in the same manner as the original.

c. Destroy intelligence materials in accordance with approved methods identified in the NISPOM.

d. Restrict access to those individuals with a valid need-to-know who are actually providing services under the contract. Further dissemination to other contractors, subcontractors, or other government agencies and private individuals or organization is prohibited unless authorized in writing by the Contracting Officer's Representative (COR) with prior approval of ASC/NAIC/POA.

e. Not release intelligence data to foreign nationals or immigrant aliens, regardless of their security clearance or contract status, without advance written permission from the COR, Foreign Disclosure Policy Office (ASC/SYSR), and ASC/NAIC/POA.

f. Ensure that each employee having access to intelligence material is fully aware of the special security requirements for this material.

2. **Returning Intelligence to the Air Force.** Contractors must return intelligence data to the COR at the termination or completion of a contract unless the COR has provided written approval for the contractor to retain for an additional two years. If retention is required beyond the two year period, the contractor must again request and receive written retention authority from the COR. If the COR grants retention authority, he or she must provide a copy of the written approval to ASC/NAIC/POA.

3. **Release of Classified and Unclassified Information to Foreign Government and Their Representatives.** Any military activity or defense contractor receiving a request from a foreign government or a representative thereof, for intelligence data about this program, shall forward the request to ASC/SYSR and ASC/NAIC/POA. Information released under Foreign Military Sales (FMS) must comply with the specific USAF disclosure guidance issued for the specific FMS customer.

ADDENDUM TO DD FORM 254

08 February 1999

USE OF SPECIAL INTELLIGENCE MARKINGS

1. Authorized Control Markings of Intelligence Information

a. "Dissemination and Extraction of Information Controlled by Originator (ORCON)".

This marking may be used only on classified intelligence that clearly identifies or would reasonably permit ready identification of intelligence sources or methods that are particularly susceptible to countermeasures that would nullify or measurably reduce their effectiveness. It is used to enable the originator to maintain continuing knowledge and supervision of the further use of intelligence beyond the original dissemination. This control marking may not be used when access to the intelligence information will reasonably be protected by use of its classification marking (i.e. Confidential, Secret, Top Secret), or by use of any other control marking specified herein.

b. "Not Releasable to Foreign Nationals (NOFORN)"

This control marking is used to identify classified intelligence material that may not be released in any form to foreign governments, foreign nationals, or non-US citizens without permission of the US Government originator, and then only when released in compliance with the National Disclosure Policy.

c. "Authorized for Release to (Name of country(ies)/international organization"

This marking is used to identify classified intelligence material that the US Government Originator has predetermined to be releasable or has been released through established foreign disclosure channels to the indicated country(ies) or organization.

2. Procedures Governing Use of Control Markings

a. Any recipient desiring to use intelligence in a manner contrary to the restrictions established by the control markings set forth above, shall obtain the advanced permission of the originating agency. Such permission applies only to the specific purposes agreed to by the originator and does not automatically apply to all recipients. Originator will ensure that prompt consideration is given to recipients' requests, with particular attention to reviewing and editing if necessary, sanitized or paraphrased versions to derive a text suitable for release subject to lesser or no control markings.

b. The control markings authorized above shall be shown on the title page, front cover, and other applicable pages of documents, incorporated in the text of electrical communications, shown on graphics, and associated (in full or abbreviated form) with data stored or processed in automatic data processing systems. The control markings also shall be indicated by parenthetical use of the markings abbreviations at the beginning or end of the appropriate portions. If the control markings apply to several or all portions, the document may be marked with a statement to this effect rather than marking each portion individually.

c. The control markings in paragraph one (1) shall be individually assigned at the time of preparation of intelligence products and used in conjunction with security classifications and other markings specified by EO 12958 and its implementing ISOO Directive. The markings shall be carried forward to any new format in which the same information is incorporated including oral and visual presentations.

Current Guidance
Implementation of DCID 1/7, 30 June 1998

ADDENDUM TO DD FORM 254
24 January 2000

FOR OFFICIAL USE ONLY (FOUO)

1. **GENERAL:** FOUO is information that has not been given a security classification pursuant to the criteria of an Executive Order, but which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more of the Freedom of Information Act (FOIA) exemptions 2 through 9. Additional information on FOUO may be obtained by contacting the User Agency. FOUO is assigned to information at the time it is created in a DoD Agency or derivatively as instructed in a Security Classification Guide.

2. **MARKING:**

a. FOUO information received (released by a DoD component) should contain the following marking, when received: **THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER FOIA. EXEMPTION(S) _____ APPLIES/APPLY.**

b. Mark an unclassified document containing FOUO information "FOR OFFICIAL USE ONLY" at the bottom of each page containing FOUO information and on the bottom of the front page or front cover (if any) and on the back of the last page and on the back cover (if any). Each paragraph containing FOUO information shall be marked as such.

c. Within a classified document, an individual page that contains both FOUO and classified information shall be marked at the top and bottom with the highest security classification of information appearing on the page. Individual paragraphs shall be marked at the appropriate classification level, as well as unclassified or FOUO, as appropriate. An individual page that contains FOUO information but no classified information shall be marked "FOR OFFICIAL USE ONLY" at the top and bottom of the page, as well as each paragraph that contains FOUO information. NOTE: For "production efficiency" the entire document may be marked top and bottom with the highest level of classification contained within it, as long as every paragraph is marked to reflect the specific classification of the information it contains.

d. Mark other records, such as computer print outs, photographs, films, tapes, or slides "FOR OFFICIAL USE ONLY" so that the receiver or viewer knows the record contains FOUO information.

e. Mark each part of a message that contains FOUO information. Unclassified messages containing FOUO information must show the abbreviation "FOUO" before the text begins.

4. **DISSEMINATION:** FOUO may be disseminated between officials of DoD Components, DoD contractors, consultants and grantees to conduct official business for DoD. Recipients shall be made aware of the status of such information **and transmission shall be by means that preclude unauthorized public disclosure.**

5. **TRANSMISSION:** FOUO information shall be transmitted in a manner that prevents disclosure of the contents. When not commingled with classified information, it may be sent via first-class mail or parcel post. Bulky shipments, i.e. testing materials, that otherwise qualify under postal regulations, may be sent by fourth-class mail. FOUO information may also be sent over facsimile equipment; however, when deciding whether to use this means, balance the sensitivity of the records against the risk of disclosure. Consider the location of sending and receiving machines and ensure authorized personnel are available to receive the FOUO information as soon as it is transmitted. Transmittal documents shall call attention to the presence of FOUO attachments. FOUO information may also be sent via e-mail, if it is sent via a system that will prevent unintentional or unauthorized disclosure.

6. **STORAGE:** To safeguard FOR OFFICIAL USE ONLY records during normal duty hours, place them in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the information. After normal duty hours, store FOUO records to prevent unauthorized access. File them with other unclassified records in unlocked files or desks when normal internal building security is provided. When there is no internal building security, locked buildings or rooms normally provide adequate after-hours protection. If such protection is not considered adequate, FOUO material shall be stored in locked containers such as file cabinets, desks, or bookcases. *Expenditure of funds for security containers or closed areas solely for the protection of FOUO data is prohibited.*

7. **DESTRUCTION:** When no longer needed, FOUO information shall be disposed of by any method that will preclude its disclosure to unauthorized individuals.

(Reference DoD Regulation 5400.7/Air Force Supplement, 22 July 1992)

NOTIFICATION OF GOVERNMENT SECURITY ACTIVITY

1. Thirty days **before** the date Contractor operations will begin on Wright-Patterson AFB OH, the Contractor shall provide ASC/SYSPC, 1801 Tenth Street, WPAFB, OH 45433-7625 the following information:

- a. The name, address, and telephone number of your company's Facility Security Officer and your designated on-site security representative;
- b. The contract number and military contracting command;
- c. The highest classification category of defense information to which Contractor employees will have access;
- d. The date Contractor operations will **begin** on WPAFB OH;
- e. The estimated completion date of operations on WPAFB OH;

2. This requirement is in **addition** to visit request notification procedures contained in DoD 5220.22M, National Industrial Security Program Operating Manual, Chapter 6.